

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency City of Salisbury		Division/Unit Fire Department -EMS
ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. —Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Retain non-permanent material 3 years, then destroy.
2.	Ambulance Reports (Run Sheets). —Patient records from three (3) paramedic units. Patients are treated and/or transported. Reports are CONFIDENTIAL - Medical Information.	Retain 7 years, then destroy.
3.	MS/Valium Narcotics Control Sheets. —Paramedic unit narcotic inventory and tracking.	Retain 1 year, then destroy.
4.	EMS Log Sheets. —Log of EMS response information listed call by call.	Retain 1 year, then destroy.
5.	Medical Records. —Unsafe conditions to include Blood-borne pathogens, HIV, Hepatitis-B, etc.	Retain 30 years after termination, then destroy (per OSHA/NIOSH/MOSH).
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>2 August 2006</u> SIGNATURE <u>David B. See</u> TYPE NAME <u>David B. See</u> TITLE <u>Chief</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>25 May 07</u> SIGNATURE <u>Edward C. Papenfuss</u>